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Association for Agency-Based Counselling
& Psychotherapy in Ireland Ltd

Notice is hereby given that the AACPI Annual General Meeting will be held at the Ashling Hotel, Parkgate Street, Dublin on Tuesday 14th May 2019 at 10.30am to transact the following business of the Company.

Resolution 1

To accept the minutes of the AGM held on the 15th May 2018

Resolution 2

To receive and adopt the Directors' Report and the financial statements for the year ended 31 December 2018 and the report of the auditors thereon (the "Accounts").

Resolution 3

To re-appoint HLB Ryan and Co as auditors and to authorise the directors to fix their remuneration.

Resolution 4 – Election, Re-election and Retirement of directors

To consider the election of new directors and to note the re-election and retirement of other directors to the Board of AACPI.

Re-election

There are three directors eligible for re-election at the 2019 AGM of AACPI
Maura Callaghan, Marian Keigher and Joseph Enright
Retirement – No directors retired during the year.

Resolution 5

To transact such other business as may properly come before the Meeting or any adjournment thereof.
All voting is restricted to Full Members ONLY
There are currently 3 places available on the AACPI Board of Directors. If you are interested in a position on the Board of Directors please apply in writing to the AACPI office by the 3rd May 2019.

By Order Of The Board, Dated Wednesday 2nd April 2019.

Maura Callaghan

Maura Callaghan
Company Secretary



AGENDA

AACPI Annual General Meeting 14th May 2019

Registration from 10.00 am for 10.30 am start

10.00 – 10.30	Registration Tea/Coffee and Pastries
10.30 – 10.45	Apologies
	AGM Minutes (2018)
	Matters Arising
10.45 – 11.30	Chairperson's Address (Marian Keigher)
	Financial Report (includes Audited Accounts) (Michelle McCafferty)
	National Database Report (2018) (Michelle McCafferty)
11.30 – 11.45	National Director's Report (Overview of operations 2018)
11.45 - 12.10	Tusla Child & Family Agency (Eifion Williams, Head of Commissioning)
12.10 – 12.20	Elections
12.20 - 12.40	AOB
	Close

MINUTES OF THE ANNUAL GENERAL MEETING OF AACPI 15TH MAY 2018. VENUE: ASHLING HOTEL

Present

Village Counselling Service, Beacon of Light, Northside Counselling Service, Pro Consult, An Cosan, Dundalk Counselling Service, Boyle Counselling & Psychotherapy, Family Life Ferns, Family Life Castlebar, Vita House, Cork Counselling Service, Fingal Counselling Service.

Apologies

South West Counselling Service, Rainbows Ireland, Kerry Adolescent C.E., Candle Trust Community, Turning Point Institute.

Marian Keigher opened the meeting by welcoming and thanking all present for being in attendance. She also welcomed Eifion Williams and Deirdre Roche from TUSLA who will be joining the AGM after the initial business of the meeting is completed.

1. Minutes of AGM 2017 & Matters Arising

The minutes were accepted and we had no matters arising from the 2017 minutes.

2. Chairperson's Forward

Marian began her address by saying that "it was a busy year" for AACPI who are working hard on representing and promoting the work of all our members throughout the country. She also thanked Eifion Williams and Deirdre Roche from TUSLA for their on-going support and for being here today. She thanked the following:

- Ger Mathews, National Director was thanked for her commitment and drive in making AACPI a successful, vibrant and relevant national organisation. She referred the Strategic Plan 2017 – 2022 and the work that has gone into putting this together. Also significant this year is that Ger is going to complete a Diploma in Marketing, PR sales & Advertising which will support her role and her work as National Director and for the promotion and development of AACPI.
- Michelle McCafferty, IT & Financial Consultant was thanked for her hard work ensuring we are compliant and for her development and on-going work with the database.

Marian spoke about the importance of the agencies work within their communities offering and delivering effective and unique services. As a result clients can access and choose a range of professional therapeutic approaches that best meet their needs in their locality. She mentioned a recent conference she attended in USA where she saw the "admiration for their agency based services". Agencies that were within a stand-alone structure & unique within their community and open to all. She finished by saying we need to get resources to continue the work and develop our services.

She went onto say that the work of AACPI facilitates and strengthens the opportunity for local agencies to develop their services to a high standard, work within the best national and international standards and

practice while retaining their own autonomy, identity and commitments as aspired to in their own mission. AACPI through their regular national executive meetings keep members up to date on all and any significant developments to ensure that all member agencies are well informed and competent.

Tusla sees AACPI as the way to communicate to all its members'. They have also invited Ger to sit on the Commissioning Advisory Group. She highlighted Action 8 of the House of the Oireachtas (April 2018) which suggests that the Government are seeing the need for counselling & looking at reducing the dependency on medications. With resources we can deliver she stated.

Marian gave a commitment that in 2018 we will endeavour to continue meeting the increasing demands for our services, as well as the increasing demands of the sector from a governance point of view. The new GDPR will bring a lot of challenges but we also welcome the greater levels of protection offered to the clients and embrace the positive change.

3. Audited Accounts 2018 & Overview

Michelle read the accounts to the members under the following headings.

Financial Overview of 2018. (Page 12)

Income & Expenditure Account. (Page 22 & 30)

Balance Sheet €66,210.00 (page 23)

4. National Database Report 2018

Michelle reported that we have 21 agencies, Relationships Ireland & Oasis Counselling Service closed in 2017. She thanked all members for sending in all their statistics and read through the summary on page 34. There was a query from Geoffrey McCarthy regarding the loss of 1947 clients, 5,185 hours and 15,936 sessions.

GDPR: she has started the audit and is working with Storm. There are three areas to comply with under the new legislation.

- a). **Data:** 7 years deletion is now scheduled unless the file is active
Reviewing DOB – under 18 years
- b). **Setting user up and passwords:** from now on we need to change passwords and then every six months, this is the case for every individual person who uses a password. The password will be given over the phone; it will not be included in emails or written correspondence.
- c). **Generate a report:** this can be done when requested by a client – if the client requests to be deleted then that can be done. We have a 30 days' timeframe.

The new database contracts will be sent to each agency in next few months. Michelle answered some specific questions from the members.

She was thanked again for all her work on the database and the extra demands of becoming GDPR compliant.

5. National Directors Report 2018

Ger gave a report on her work over the year under the following headings:

- a). **Budget:** She mentioned our disappointment when we received no extra money into our sector. The Board penned a letter to Minister Zappone expressing our concerns and seeking a meeting which was declined. She has administered the funding through Tusla and its now their decision, As a result of this Eifion Williams & Deirdre Roche have agreed to meet early in 2018 to discuss funding and contracts. We have our new logo and name change and it took five months to sort out the bank.
- b). **Strategic Plan:** Ger went through the plan highlighting our key objectives for the next five years and those we have prioritised for 2018. The board carried out a SWOT analysis on AACPI and on Membership & Counselling Sector so as to identify gaps and areas to focus on in the next three years. We see promoting AACPI to key stakeholders; this plan will be completed by September 2018.
- c). **Database Development:** as discussed earlier.
- d). **Marketing Plan:** Ger discussed the marketing plan and what it involves. She has set out some KPI's and estimates it will take 8 – 10 months to roll this out. Part of the plan is to hold a "showcase event" in each region where each agency will get an opportunity to present their service to all the main stakeholders across all sectors who will be invited to attend.
Every aspect of this plan needs to be monitored.

Ger thanked Eifion Williams & Deirdre Roche for their time and support and their inclusive style to her and the board members. She also thanked the AACPI members, strategic partners, Michelle McCafferty for her support, her efficiency and attention to detail in all her work. She finished by saying that it's been a demanding year and thanked the board members.

6. Address from Tusla Representative

Eifion Williams began by complimenting the Annual Report, Our Governance, National Conference & our Service Agreements.

He went onto say that there is a need to gather more data so we can have better information e.g. waiting lists etc. He had conversations with the Minister about funding and recommended to restore pay, possibly by 50%. The Government are under pressure to respond to many demands. He is willing to advocate on our behalf at the next Ministerial Meeting.

He continued to say that Tusla Commissioning Unit is small and they are looking at the local structures. There is a discussion paper to be distributed to local area managers. He encouraged members to build relationships with their local managers as they will be responsible for funding in the future.

He spoke about Therapeutic Hubs/ Creative Community Response and the concept of having services together responding to a need (wrap-around service) Ann Goodwin, St. Bridget's described these hubs as a "matrix of services within an area".

In relation to funding he mentioned QCBI – Dormant Accounts which has a fund of €2million. 249 applications have been received but very little are new innovations, they are looking for new projects and new ideas. He spoke of €6 million budget for private spend within Tusla at the moment. He also mentioned €3 million for capacity assessments and €3 million for "therapeutic spend" which is being analysed at the moment. He will be discussing this with Area Managers plus giving them a list of AACPI agencies.

He went onto say that the other option is to divide the €6 million between the services and build up the services.

In response Liz McGuckin said she had systems in place in her service but she doesn't have the money to do it. Karl Tooher commented that restoration needs to happen as most services were cut by 50% and Minister Zappone mis-led us. If we had this done we would have a solid base, we could give a commitment to our communities and we need to be consistent.

Geoffrey McCarthy commented that the "political fight" needed to happen at a national level not at a regional one.

Tusla are organising a Training Programme for Board of Directors countrywide as a way of supporting these boards and their members.

Tusla are planning to run GDPR training but it's important to get the right trainer who understands the sector.

He commented again how our compliance is good, our Marketing Plan is excellent. Eifion commended all the members for their clear direction and for the opportunity to meet and talk to them today.

7. Further Comments & Questions

a). Funding & Unfunded Referrals

Unfunded referrals could be seen as an opportunity but this requires a lot of work. Denise McDermott commented that the funds need to go from primary care to our agencies when a client attends but that is not the case. Marian Keigher asked the question, how can we be funded for the clients we take from other services? Some examples were given based on member's experiences like Pieta House, Counselling in Primary Care, Jigsaw, and Adult Mental Health. Eifion mentioned the need for all the different sectors to work together rather than being very separate. He is planning a meeting with Ann O Connor and linking in with CHO areas, Primary Care Leads & NOSP.

Geoffrey McCarthy asked a question regarding "catchment areas" and asked "do we have a catchment area as a service? This can potentially deplete our funds.

Some discussion followed on agencies only being funded for staffing and some have high rental costs plus running costs that are rarely mentioned. Eifion did ask that agencies should talk to them first. Marian Keigher suggested that a working Group should be set up to look at private funding and local agencies.

b). Threats to the Sector

Karl Tooher highlighted the potential threat regarding Psychotherapy training and no funding to support this. Diplomas are no longer acceptable for accreditation.

He also mentioned how we lost agencies this year and in previous years. He asked whether we should have something written into our strategic plan if this trend continues and we lose another agency.

Joseph Enright asked whether we should lobby? It was agreed that it's no harm to make politicians and public representatives aware of the local situation.

Karl Tooher suggested putting in a PQ to the Dáil & noted this also creates a record.

8. Resolutions

1. To accept the minutes of the AGM held on 15th May 2018
Proposed: Dermot Hughes Seconded – Liz McGuckin (Dundalk Counselling Service)
2. To receive and adopt the Director’s Report and the financial statements for the year ended 31st December 2018 and the report of the auditors thereon(the accounts)
Proposed: Geoffrey McCarthy (Beacon of Light)
Seconded: Denise McDermott (Fingal Counselling Service)
3. To re-appoint HLB Ryan & Co as auditors and to authorise the Directors to fix their remuneration.
Proposed: Michele McCafferty. Seconded: Liz McGuckin (Dundalk Counselling Service)
4. Election, Re-Election and Retirement of Directors. As it is a three year term for the Directors, there is no change in 2018. However there are two vacancies on the board and an invitation issued for anyone/any organisation that may be interested. The current board will continue as is and the roles will be discussed after the AGM. Karl Tooher was thanked for his work on the Board; he stepped down at the 2017 AGM

Marian Keigher made some closing comments; she said there is an opportunity for change, we have heard about the Tusla Strategy and we have a strong structure to be able to respond.

She asked that all agencies make an effort to attend these regional showcase events as they’re very important to get our messages out there.

Signed: **Máire Ní Dhomhnaill**
AACPI Board Member

Proposed by: _____

Seconded by: _____

Date: _____

Chairperson's Foreword

AACPI is a national umbrella organization for Community Based counselling in Ireland. We have 26 member organizations. I would particularly like to welcome to the Loreto Counselling Service who joined us in 2018.

Our member agencies have been providing counselling support over a sustained period – some for as many as thirty years, and their contribution to Irish society historically is nothing short of immense. This year 7,101 people were provided with counselling services, with 72,815 individual sessions offered. The issues presenting can be broad, complex and challenging; and it is due to the nature of our respective structures that we can respond in creative and flexible ways, integrating various theoretical orientations to our approach.

The AACPI works with the aim of supporting agencies to meet the highest standards and principles, and to achieve and maintain excellent governance in their operations. We seek to promote the work of the sector within TUSLA and the HSE. Together with our member agencies we are all working to realise our vision of a thriving community and voluntary sector in Counselling services nationally.

Our sector represents an extremely valuable resource and provides community benefit that the public or private sector simply cannot provide. Consequently public services benefit a great deal from the support of the community and voluntary sector. The immense contribution to Irish society being made day-in-day-out by our agencies, with minimal staff and precious few resources, is notable but unsustainable. Statutory funding needs to be restored to pre-austerity levels. Our agencies have been able to raise moneys through fundraising activities and from donations and legacies, but this should only represent a small proportion of their total income and the majority of their funding needs to come from the state in order to ensure viability and security of service. Our community agencies differentiate themselves in their connection to their local communities in service availability and delivery and in the level of goodwill they garner to have community support in the form of volunteers. A respectful partnership between State and the Community sector will ensure the maintenance and growth of these benefits.

2018 has been a very busy and successful year for AACPI as we continue to work on promoting the work of Agency Based counselling. Our National Director Ger Mathews has worked tirelessly supporting our agencies and strengthening our relationship with TUSLA. She has developed a marketing strategy which will be rolled out in 2019 - we hope this will raise awareness with regional State structures and services. I want to thank Ger for her work. Thanks also to our consultant Michelle McCafferty for her work in ensuring our compliance with statutory and legal requirements, her work on our database, and the compilation of annual statistics. Ger and Michelle are providing a great service.

Thanks to our Board members, who have given freely of their time, for their inspiration and wisdom.

Finally thanks to our member agencies, whose work within their local communities is making a very real difference in countless lives around the country.

Yours Sincerely

Marian Keigher
AACPI Chairperson

Financial Overview of 2018

We have had a successful year with further establishing the AACPI mission. The finance position of the company is secure. The funding received from Tusla was €136,050. All the expenses were in line with our budgets and prior year's expenditure.

	Jan – Dec 2018
Income	€140,800
Expenditure	€ (110,575)
Profit	€30,227

Our main expenditure during this year was as follows:	€
Wages	31,445
Employer PRSI	3,380
Development & Storm contract	22,345*
IT Database and Finance Consultant	15,661
Auditor Expenses	3,670
Travel & Entertainment	19,527**

*Developments Note:

1. Data Deletion: Enhancement – Implement a scheduled job that deletes any record once it ages to seven years. Any data on children is required to be maintained until their 18th birthday.
2. Security: Enhancement – When a new user is setup on the database they should be required to change their password upon initial login.
3. Individual Rights: Enhancement – Add a new export capability of a client's data.
4. The development of website for GDPR compliance, Donation
5. Development of the website for events booking and membership payments with Paypal
6. Donations page development for our members.

**Travel & Entertainment;

We have four directors from the country and not Dublin based. These expenses can be split into the following categories;

	€
Travel	6,444
Hotel	12,450
Food and subsistence	727

Included in the travel figure is additional €3K training expenses for the National Director, marketing training. Included in the hotel figure is €6,500 for the June 2019 conference.



Company Number: 545085

**Association for Agency-Based Counselling & Psychotherapy in Ireland Company
Ltd by Guarantee**

(A company limited by guarantee, without a share capital)

Directors' Report and Financial Statements

for the year ended 31 December 2018



**HLB Ryan Limited
Chartered Accountants and Statutory Auditors
4th Floor, Harmony Court
Harmony Row
Dublin 2**

**Association for Agency-Based Counselling & Psychotherapy in Ireland Company
Ltd by Guarantee**

(A company limited by guarantee, without a share capital)

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**Association for Agency-Based Counselling & Psychotherapy in Ireland Company
Ltd by Guarantee**

(A company limited by guarantee, without a share capital)

DIRECTORS AND OTHER INFORMATION

Directors	Maura Callaghan Marian Keigher Joseph Enright Marie Ni Dhomhnaill
Company Secretary	Maura Callaghan
Company Number	545085
Charity Number	CHY 18950
Registered Office and Business Address	Unit No. 6, The Village Centre Churchlands Slane Co. Meath
Auditors	HLB Ryan Limited Chartered Accountants and Statutory Auditors 4th Floor, Harmony Court Harmony Row Dublin 2
Bankers	Bank of Ireland 50-55, Baggot Street Lower, Dublin 2
Solicitors	Liston & Company Argyle house 103-105 Morehampton Road Donnybrook Dublin 4

Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

(A company limited by guarantee, without a share capital)

DIRECTORS' REPORT

for the year ended 31 December 2018

The directors present their report and the audited financial statements for the year ended 31 December 2018.

Principal Activity

The principal activity of the company is to establish and maintain an accreditation scheme for counselling agencies.

Previously, it operated under the name, 'The Association of Agency-Based Counselling in Ireland Company Limited by Guarantee'. The company changed its name to 'Association for Agency Based Counselling and Psychotherapy in Ireland Company Limited by Guarantee' on 15th June 2017.

The charity has been granted charitable tax status under Sections 207 and 208 of the Taxes Consolidation Act 1997, Charity No CHY 18950 and is registered with the Charities Regulatory Authority.

There has been no significant change in these activities during the year ended 31 December 2018.

The Company is limited by guarantee not having a share capital.

Financial Results

The surplus for the year after providing for depreciation amounted to €37,273 (2017 - €35,380).

At the end of the year, the company has assets of €108,095 (2017 - €71,920) and liabilities of €4,612 (2017 - €5,710). The net assets of the company have increased by €37,273.

Directors and Secretary

The directors who served throughout the year, except as noted, were as follows:

Maura Callaghan
Marian Keigher
Joseph Enright
Marie Ni Dhomhnaill

The secretary who served throughout the year was Maura Callaghan.

The company is limited by guarantee and does not have any share capital. Therefore the directors and secretary who served during the period did not have a beneficial interest in the company.

In accordance with the Constitution, one-third of the Directors shall retire from office. A retiring Director shall be eligible for re-election.

Future Developments

The directors are not expecting to make any significant changes in the nature of the business in the near future.

Post Balance Sheet Events

There have been no significant events affecting the company since the year end.

Political Contributions

The company did not make any disclosable political donations in the current year.

Auditors

The auditors, HLB Ryan Limited, (Chartered Accountants) have indicated their willingness to continue in office in accordance with the provisions of section 383(2) of the Companies Act 2014.

Statement on Relevant Audit Information

In accordance with Section 330 of the Companies Act 2014, so far as each person who was a director at the date of approving this report is aware, there is no relevant audit information, being information needed by the auditor in connection with preparing its report, of which the auditor is unaware. Having made enquiries of fellow directors and the group's auditor, each director have taken all the steps he/she is obliged to take as a director in order to make himself/herself aware of any relevant audit information and to establish that the auditor is aware of the information.

**Association for Agency-Based Counselling & Psychotherapy in Ireland Company
Ltd by Guarantee**

(A company limited by guarantee, without a share capital)

DIRECTORS' REPORT

for the year ended 31 December 2018

Accounting Records

To ensure that adequate accounting records are kept in accordance with sections 281 to 285 of the Companies Act 2014, the directors have contracted the services of a subcontractor and have maintained appropriate computerised accounting systems. The accounting records are maintained at the company's office at Unit No. 6, The Village Centre, Churchlands, Slane, Co. Meath.

Signed on behalf of the board

Marian Keigher
Director

15 April 2019

Maura Callaghan
Director

15 April 2019

Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

(A company limited by guarantee, without a share capital)

DIRECTORS' RESPONSIBILITIES STATEMENT

for the year ended 31 December 2018

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable Irish law and regulations.

Irish company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" issued by the Financial Reporting Council. Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities and financial position of the company as at the financial year end date and of the surplus or deficit of the company for the financial year and otherwise comply with the Companies Act 2014.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the company financial statements and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and surplus or deficit of the company to be determined with reasonable accuracy and enable them to ensure that the financial statements and Directors' Report comply with the Companies Act 2014 and enable the financial statements to be readily and properly audited. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in Ireland governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

In so far as the directors are aware:

- there is no relevant audit information (information needed by the company's auditor in connection with preparing the auditor's report) of which the company's auditor is unaware, and
- the directors have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

Signed on behalf of the board

Marian Keigher
Director

15 April 2019

Maura Callaghan
Director

15 April 2019

INDEPENDENT AUDITOR'S REPORT

to the Members of Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

(A company limited by guarantee, without a share capital)

Report on the audit of the financial statements

Opinion

We have audited the financial statements of Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee ('the company') for the year ended 31 December 2018 which comprise the Income and Expenditure Account, the Balance Sheet, the Reconciliation of Members' Funds and the related notes to the financial statements, including a summary of significant accounting policies set out in note 2. The financial reporting framework that has been applied in their preparation is Irish Law and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

In our opinion the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the company as at 31 December 2018 and of its surplus for the year then ended;
- have been properly prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"; and
- have been properly prepared in accordance with the requirements of the Companies Act 2014.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard for Auditors (Ireland) issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and the Provisions Available for Audits of Small Entities, in the circumstances set out in note 4 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which ISAs (Ireland) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other Information

The directors are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2014

Based solely on the work undertaken in the course of the audit, we report that:

- in our opinion, the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- in our opinion, the Directors' Report has been prepared in accordance with the Companies Act 2014.

We have obtained all the information and explanations which we consider necessary for the purposes of our audit.

In our opinion the accounting records of the company were sufficient to permit the financial statements to be readily and properly audited. The financial statements are in agreement with the accounting records.

INDEPENDENT AUDITOR'S REPORT

to the Members of Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

(A company limited by guarantee, without a share capital)

Matters on which we are required to report by exception

Based on the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified any material misstatements in the Directors' Report. The Companies Act 2014 requires us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions required by sections 305 to 312 of the Act are not made. We have nothing to report in this regard.

Respective responsibilities

Responsibilities of directors for the financial statements

As explained more fully in the Directors' Responsibilities Statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to the going concern and using the going concern basis of accounting unless management either intends to liquidate the company or to cease operation, or has no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is contained in the appendix to this report, located at page 9, which is to be read as an integral part of our report.

The purpose of our audit work and to whom we owe our responsibilities

Our report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume any responsibility to anyone other than the company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Derek Ryan

for and on behalf of

HLB RYAN LIMITED

Chartered Accountants and Statutory Auditors

4th Floor, Harmony Court

Harmony Row

Dublin 2

15 April 2019

**Association for Agency-Based Counselling & Psychotherapy in Ireland Company
Ltd by Guarantee**
APPENDIX TO THE INDEPENDENT AUDITOR'S REPORT

Further information regarding the scope of our responsibilities as auditor

As part of an audit in accordance with ISAs (Ireland), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's Report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's Report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Association for Agency-Based Counselling & Psychotherapy in Ireland Company
Ltd by Guarantee**

(A company limited by guarantee, without a share capital)

INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 December 2018

	Notes	2018 €	2017 €
Income	5	140,800	144,850
Expenditure		(103,527)	(109,470)
Surplus for the year		<u>37,273</u>	<u>35,380</u>
Total comprehensive income		<u><u>37,273</u></u>	<u><u>35,380</u></u>

Approved by the board on 15 April 2019 and signed on its behalf by:

Marian Keigher
Director

Maura Callaghan
Director

**Association for Agency-Based Counselling & Psychotherapy in Ireland Company
Ltd by Guarantee**

(A company limited by guarantee, without a share capital)

BALANCE SHEET

as at 31 December 2018

	Notes	2018 €	2017 €
Fixed Assets			
Tangible assets	8	-	205
Current Assets			
Debtors	9	15,181	8,606
Cash and cash equivalents		92,914	63,109
		108,095	71,715
Creditors: Amounts falling due within one year	10	(4,612)	(5,710)
Net Current Assets		103,483	66,005
Total Assets less Current Liabilities		103,483	66,210
Reserves			
Income and expenditure account		103,483	66,210
Members' Funds		103,483	66,210

Approved by the board on 15 April 2019 and signed on its behalf by:

Marian Keigher
Director

Maura Callaghan
Director

**Association for Agency-Based Counselling & Psychotherapy in Ireland Company
Ltd by Guarantee**

(A company limited by guarantee, without a share capital)

RECONCILIATION OF MEMBERS' FUNDS

as at 31 December 2018

	Retained surplus	Total
	€	€
At 1 January 2017	30,830	30,830
Surplus for the year	<u>35,380</u>	<u>35,380</u>
At 31 December 2017	66,210	66,210
Surplus for the year	<u>37,273</u>	<u>37,273</u>
At 31 December 2018	<u><u>103,483</u></u>	<u><u>103,483</u></u>

Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

(A company limited by guarantee, without a share capital)

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2018

1. GENERAL INFORMATION

Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee is a company limited by guarantee incorporated in the Republic of Ireland. Unit 6, The Village Centre, Churchlands, Slane, Co. Meath is the registered office and business address. The nature of the company's operations and its principal activities are set out in the Directors' Report. The financial statements have been presented in Euro (€) which is also the functional currency of the company.

2. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

Statement of compliance

The financial statements of the company for the year ended 31 December 2018 have been prepared on the going concern basis and in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102).

Basis of preparation

The financial statements have been prepared on the going concern basis and in accordance with the historical cost convention as explained in the accounting policies below. Historical cost is generally based on the fair value of the consideration given in exchange for assets. The financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" issued by the Financial Reporting Council.

Cash flow statement

The company has availed of the exemption in FRS 102 from the requirement to prepare a Cash Flow Statement because it is classified as a small company.

Income

Income comprises total contributions from state agencies, membership subscriptions and conference fees.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or at valuation, less accumulated depreciation. The charge to depreciation is calculated to write off the original cost or valuation of tangible fixed assets, less their estimated residual value, over their expected useful lives as follows:

Fixtures, fittings and equipment	-	25% Straight line
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The carrying values of tangible fixed assets are reviewed annually for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Trade and other debtors

Trade and other debtors are recognised initially at transaction price (including transaction costs) unless a financing arrangement exists in which case they are measured at the present value of future receipts discounted at a market rate. Subsequently these are measured at amortised cost less any provision for impairment. A provision for impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. All movements in the level of the provision required are recognised in the profit and loss.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and in hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the Balance Sheet bank overdrafts are shown within Creditors.

Trade and other creditors

Trade and other creditors are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

(A company limited by guarantee, without a share capital)

NOTES TO THE FINANCIAL STATEMENTS

continued

for the year ended 31 December 2018

Taxation

The company is limited by guarantee under the Companies Acts 2014 and is not established for the profit or gain of its members. The company is solely trading for the mutual benefit of its members and accordingly is not liable to Corporation Tax in the current period.

3. SIGNIFICANT ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Estimates and judgements made in the process of preparing the entity financial statements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

The directors make estimates and assumptions concerning the future in the process of preparing the entity financial statements. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below;

(i) Useful economic lives of tangible fixed assets

The annual depreciation on tangible fixed assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are reviewed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See Note 10 for the carrying amount of the tangible fixed assets, and Note 2 for the useful economic lives for each class of tangible fixed asset.

(ii) Provisions and accruals

Provisions are recognized when the Company has a present obligation (legal or constructive) as a result of a past event, it is probable that the Company will be required to settle the probable outflow of resources, and a reliable estimate can be made of the amount of the obligation.

(iii) Prepayments

Prepayments have been estimated based on payments made in one period, for goods and / or services which the company expects to receive the benefit in a future period. The basis of estimation used by the company has been formed by a calculation of the number of days to which the expense relates, and therefore the deferral of this expense.

4. PROVISIONS AVAILABLE FOR AUDITS OF SMALL ENTITIES

In common with many other businesses of our size and nature, we use our auditors to assist with the preparation of the financial statements.

5. INCOME

The income for the year has been derived from:-

	2018	2017
	€	€
Membership Fees	4,750	5,000
Conference Fees	-	3,800
Funding	136,050	136,050
	<u>140,800</u>	<u>144,850</u>

The whole of the company's income is attributable to its market in the Republic of Ireland and is derived from the principal activity of maintaining an accreditation scheme for counselling agencies.

Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

(A company limited by guarantee, without a share capital)

NOTES TO THE FINANCIAL STATEMENTS

continued

for the year ended 31 December 2018

6. OPERATING SURPLUS	2018	2017
	€	€
Operating surplus is stated after charging:		
Depreciation of tangible fixed assets	206	522
	<u> </u>	<u> </u>
7. EMPLOYEES		
The average monthly number of employees, including directors, during the year was as follows:		
	2018	2017
	Number	Number
Management & administration	<u> 1</u>	<u> 1</u>
8. TANGIBLE FIXED ASSETS		
	Fixtures, fittings and equipment	Total
	€	€
Cost		
At 31 December 2018	<u> 3,131</u>	<u> 3,131</u>
Depreciation		
At 31 December 2018	<u> 3,131</u>	<u> 3,131</u>
Net book value		
At 31 December 2018	<u> -</u>	<u> -</u>
9. DEBTORS	2018	2017
	€	€
Trade debtors	200	-
Taxation	867	-
Prepayments	14,114	8,606
	<u> 15,181</u>	<u> 8,606</u>
10. CREDITORS	2018	2017
Amounts falling due within one year	€	€
Trade creditors	924	1,705
Taxation	-	1,027
Accruals	3,688	2,978
	<u> 4,612</u>	<u> 5,710</u>

Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

(A company limited by guarantee, without a share capital)

NOTES TO THE FINANCIAL STATEMENTS

continued

for the year ended 31 December 2018

11. TAXATION	2018 €	2017 €
Debtors:		
PAYE	867	-
Creditors:		
PAYE	-	1,027

12. STATUS

The liability of the members is limited.

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while they are members, or within one year thereafter, for the payment of the debts and liabilities of the company contracted before they ceased to be members, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required, not exceeding €1.

13. CAPITAL COMMITMENTS

The company had no material capital commitments at the year-ended 31 December 2018.

14. RELATED PARTY TRANSACTIONS

Michelle McCafferty, a contractor who acts as the company's Financial Advisor and Database Administrator, would be considered a key member of the management personnel and therefore would be considered a related party. Michelle McCafferty was paid an amount of €15,703.23 during the period ending 31 December 2018.

15. POST-BALANCE SHEET EVENTS

There have been no significant events affecting the company since the year-end.

16. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the board of directors on 15 April 2019.

**ASSOCIATION FOR AGENCY-BASED COUNSELLING & PSYCHOTHERAPY IN IRELAND
COMPANY LTD BY GUARANTEE**

(A company limited by guarantee, without a share capital)

SUPPLEMENTARY INFORMATION

RELATING TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

NOT COVERED BY THE REPORT OF THE AUDITORS

THE FOLLOWING PAGES DO NOT FORM PART OF THE AUDITED FINANCIAL STATEMENTS

Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

(A company limited by guarantee, without a share capital)

SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS

DETAILED INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 December 2018

	2018	2017
	€	€
Income		
Member Subscriptions	4,750	5,000
Conference fees	-	3,800
Tusla	136,050	136,050
	<u>140,800</u>	<u>144,850</u>
Expenditure		
Wages and salaries	31,445	32,415
Social welfare costs	3,380	3,488
Staff training	995	2,090
Rent payable	3,300	3,600
Insurance	1,241	1,137
Light and heat	948	1,002
Repairs and maintenance	-	1,000
Printing, postage and stationery	2,210	5,243
Advertising	-	180
Telephone	1,643	1,628
Computer costs	21,610	22,540
Hire of equipment	1,446	1,542
Travelling and entertainment	13,779	12,371
Legal and professional	554	-
Consultancy fees	15,661	16,580
Bank charges	178	189
General expenses	893	77
Subscriptions	368	520
Auditor's remuneration	3,670	3,346
Depreciation	206	522
	<u>103,527</u>	<u>109,470</u>
Net surplus	<u>37,273</u>	<u>35,380</u>

AACPI National Director's Report

Operations for 2018:

I have now been working with AACPI as it's National Director for 5 years. This year was about formulating our strategic plan which was outlined at last years AGM.

We recognized through this process that we needed to shift our focus to raising the profile of community therapeutic services with key stakeholders. In order to achieve this we identified that we needed to come up with a marketing plan. So in February I commenced training in Marketing, PR, Sales & Advertising and was successfully awarded a Diploma with distinction in August.

The general outline of the marketing plan was presented at the AGM and further meetings took place with Tusla in relation to further developing it. It was decided that this plan was in keeping with the direction that Tusla were going and it was happening at a key time. As part of the marketing plan we offered the development of a donation page for each of our members, the cost of which was covered by us.

We did some development work on our website where we have set up a secure PayPal payment option for events and membership payment and also an 'event booking' option for non-payments for confirming attendance at any of our upcoming meetings. Both have been proving useful. We also had the necessary work done to ensure our website is GDPR compliant to include our Privacy Policy & Privacy & Cookies Statement.

In April I was invited by Eifion Williams (Head of Commissioning Tusla) to join the Commissioning Advisory Committee. Strategically this is a good group to be part of as it gives us a voice in relation to what is happening within the community therapeutic services and keeps us abreast of what is happening in the community sector too. Since joining this committee I have also become a member of the Commissioning Outcomes Committee which will prove beneficial in the development of capturing outcomes for our member organisations.

Our company name change to the Association For Agency Based Counselling & Psychotherapy In Ireland was completed in April.

In May we provided one day full training in GDPR that was specifically tailored for our member organisations, we received very positive feedback about the day. Following this training all of our policies & procedures were updated, along with as mentioned earlier our website and our database system and contract.

Our database contract was reviewed and updated by our solicitor and we held a meeting in October with you our members to go through the contract in detail. We sought clear legal advice as to what type of contract we were required to engage in under the GDPR guidelines. We were advised that we would not be entering in to a joint controller contract as AACPI and it's members use the database for different purposes.

We were also advised that we were legally obliged to have our own deletion policy and that we didn't need membership approval for this or have to fall in under any members deletion policy.

In September I attended the ACE's seminar in Derry where I came across Karen Treisman. She has a wealth of information about working with children and young people in a trauma informed way as well as

supporting organisations to transition to operating in a trauma informed way. This aspect I feel is particularly important due to the level of traumatic clients attending our member services and the impact of this on all who work in the services. But not only that, there's the impact on organisations having to work on a shoe-string and in the uncertainty of job security and survival of services. As a result of this I thought it would be beneficial to invite Karen Treisman to Ireland to run a 3 -day conference. This was achieved in November and the conference will be taking place in June 2019. We are offering 3 free places to our members to attend.

Future development will be the rolling out of the marketing plan from March to July in 2019. Looking at developing a way of capturing outcomes to show that counselling and psychotherapy makes a difference to the well -being and mental health of the clients that attend our member services. The year ahead will be about stepping in to the public arena to address the restoration of funding. There will also be further development of our database and we endeavor to provide more training workshops and our national conference.

I would like to personally thank Michelle McCafferty for her continued commitment and the professional work she carries out for AACPI, this hugely supports me in my role. To thank her for supporting you our members with all database queries and roll out of the database developments.

The continued working alliance with Tusla is invaluable and I would like to personally thank Eifion Williams and Deirdre Roche for their continued support and inclusion of AACPI and for the way they appreciate and value the work done by community therapeutic services.

Finally I would like to thank the Board of Director's for their continued support and commitment to the AACPI.

Ger Matthews
National Director



Association for Agency-Based Counselling
& Psychotherapy in Ireland Ltd

AACPI Current Membership

FM: Full Member AM: Associate Member AF: Affiliate Member

There are 26 member agencies.

An Cosan (AM)
Beacon of Light (FM)
Boyle Counselling & Psychotherapy (FM)
Candle Trust Community (AS)
CARI Foundation (FM)
Cork Counselling Centre (FM)
Clanwilliam Institute (FM)
Dundalk Counselling Centre (FM)
Family Life Service Castlebar (FM)
Family Life Service Ferns (FM)
Fingal Counselling Service (FM)
Genesis (FM)
Hesed House (FM)
The Village Counselling Service (FM)
Kerry Adolescent Counselling Service (FM)
Knock Counselling Service (FM)
Limerick Social Service (AM)
Living Life Counselling Centre (FM)
Loreto Counselling Crumlin (AM)
Northside Counselling Service (FM)
Pro-Consult (FM)
Rainbows Ireland (AF)
Southwest Counselling Centre (FM)
St. Brigid's FCC (FM)
Target Counselling Service (FM)
Vita House (FM)